To accommodate employer requests and facilitate good local partnerships, providers may apply for Workforce Alliance funds.

**Project Participants**
Through Workforce Alliance state funding, workforce education projects primarily provide services to entry-level, frontline employees of business and industry in Kentucky.  Project participants must be individuals who lack sufficient mastery of workforce skills necessary to function successfully as workers.  All project participants must live or work in Kentucky.

**Types of Workforce Alliance Projects:**
- **Short-term Workforce Learning, (6-11 hours) and Workforce Project Learning, (12-30 hours) -** These two workforce learning models differ from Adult Education at the Workplace because the curriculum is customized to address specific employer needs.  For example: Instead of comprehensive math instruction required for the GED, the curriculum might consist of teaching only fractions due to a specific workplace need.
- **Workforce assessments –** Assessment activities are geared toward employment to measure the competency level of the current or prospective employee to ensure that his/her skill competency meets the company's needs.  All workforce assessment projects must result from a specific industry request.  Workforce assessments which are not provided by the local provider as usual and customary services leading to core services enrollments may be funded through Workforce Alliance.  Assessment projects must be proportional to the need in your community.
- **Computer literacy –** All stand-alone computer literacy classes may be funded through Workforce Alliance funds.  Computer literacy consists of introduction to the computer, basic spreadsheets, word processing, e-mail, and the Internet.  Classes that integrate academics and computer literacy may be offered through core services grants, provided the students meet the KYAE eligibility guidelines.
- **Soft skills –**Projects may include communication, problem solving, critical thinking or team building and may be funded through Workforce Alliance.
- **Other projects –** Providers may continue to develop other workforce education projects, regardless of the number of hours in the project, and apply for Workforce Alliance funding.

**Application Process**
> The application proposal shall be submitted to the KYAE Workforce Specialist and the appropriate regional associate.  A faxed copy of the proposal signature page can

be submitted as a placeholder until the original signature page is received via regular mail.  An e-mail notification will be sent upon receipt of your proposal.  A KYAE Workforce Alliance committee will review the application proposal for approval.  A decision will be e-mailed within 10 days of receiving the proposal.  A signed contract is required before the project can begin.

**General Project Guidelines**
- All grants must be completed within the current fiscal year.
- All projects must have a start and end date specific to the project and not to the fiscal year.
- Average training cost per project participant is not to exceed $500.
- All projects should have managed classes, including assessments.
- Alliance enrollments are not counted toward the county enrollment goal.
- The project must begin within two months of the contract date.
- Alliance-funded projects should serve as an opportunity for the recruitment and transition of participants into core service funded activities.
- Any change in the type or scope of work must be submitted for approval by KYAE prior to training.

**Computer Literacy in the Community**
Computer literacy proposals not associated with a company must include the following information in the proposal:

- The proposal should include an assessment of other local sources that offer computer literacy and a statement concerning the need in the community for additional services through a Workforce Alliance grant.
- A minimum of 75 percent of the participants in a computer literacy class must be eligible for KYAE services. Eligibility is determined using a TABE or other KYAE -approved assessment.
- All computer literacy classes must be delivered in a managed format (scheduled days and times).
- The final evaluation must provide evidence that this project served as a recruitment tool for the adult education program.
- In the statement of need, provide a brief description of how computer literacy, if not associated with a company, will facilitate good local partnerships in your community.

**Costs**
The following costs are eligible when associated with one of the above training activities:

- Instructor (must meet KYAE's instructor requirements).
- Instructional preparatory time (of a reasonable amount for intensity and duration of project).
- Task analysis.

- KYAE-approved assessments.
- Curriculum development (requires written justification).
- Instructional materials and supplies within reasonable cost (not to include computer hardware).
- Administrative costs not to exceed 10 percent. If an amount more than 10 percent is requested, a written justification must be provided.

**Financial Requirements**
- Invoices must be submitted on a monthly basis.
- Failure to submit invoices on a monthly basis may jeopardize future funding.

**Evaluation and monitoring process**
- **Quarterly** progress reports must be submitted to the KYAE Workforce Specialist containing the following information:
  - ➢ In narrative form, how the grant is meeting its objectives.
  - ➢ List instructors' names, credentials and compensation.
  - ➢ Number of project participants trained or assessed to date.
  - ➢ Total number of instructional hours per student and total for the project.
  - ➢ Number of project participants, if any, who have been recruited into the adult education program to date.
- **A final** report must be submitted within 10 days of the end of the project to the KYAE Workforce Specialist.  The report must contain the following:
  - ➢ A narrative explaining how the grant objectives were met to include number served, instructional hours per student, participant outcomes, and number recruited into adult education program.
  - ➢ The Workforce Alliance Project Participant Excel spreadsheet with all data fields related to the project.
  - ➢ List of materials purchased with the grant.
  - ➢ Hard copy and electronic copy of curriculum or other materials developed as a result of the grant. KYAE owns the right to use and/or reproduce this material.
  - ➢ Brief description of the partnership with the company during the project's timeframe; state whether the company should be involved in future KYAE grant projects.
- The final reimbursement will be issued once the following have been received:
  - ➢ End-of-year final report.
  - ➢ Project participant spreadsheet.
  - ➢ Copies of all curricula or other materials developed during the project.